

6/30/91

MASTER AGREEMENT BETWEEN CADILLAC AREA PUBLIC SCHOOLS
AND
TEACHER ASSISTANTS AND SECRETARIES OF CADILLAC
(MEA / NEA)
JULY 1, 1988 - JUNE 30, 1991

LABOR AND INDUSTRIAL
RELATIONS COLLECTION
Michigan State University

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PREAMBLE

WHEREAS, the parties (Board and Union) recognize and declare their dedication in service to the community of the Cadillac Area; and

WHEREAS, it is the intent and purpose of the parties hereto that this Agreement shall promote and insure a spirit of confidence and cooperation between the Board and its Employees, establish rates of pay, hours of work, and terms and conditions of employment of the Board employees as described herein; and

WHEREAS, the parties recognize the underlying purpose of the Board and the employees is to contribute materially to a high quality program of education for the students of the Cadillac Area Public Schools; and

WHEREFORE, if it is the intent and purpose of the parties to provide an orderly means of resolving any misunderstandings or differences which may arise, and to set forth with this document the full agreement between the parties;

THEREFORE, the Board and the Union do hereby covenant and agree as follows:

AGREEMENT

This Agreement is entered into this July 1, 1988, by and between the Board of Education of the Cadillac Area Public Schools, hereinafter referred to as the "Board", and the Michigan Education Association, NEA through its affiliate, Cadillac Teacher Assistants and Secretaries Association MEA/NEA, hereinafter referred to as the "Union".

ARTICLE 1 - RECOGNITION - EMPLOYEES COVERED

A. Employees Covered:

Pursuant to, and in accordance with all applicable provisions of Act 379 of the Public Acts of 1965, as amended, the Board does hereby recognize the Union as the sole and exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other terms and conditions of employment, for the term of this agreement, of all secretarial-clerical employees and teacher assistants, (hereinafter referred to as "employee(s)"), excluding Superintendent's secretary, secretary to the Business Manager, accountant, supervisory employees, and all other employees.

B. Employees Not Covered:

Employees normally scheduled to work less than three (3) hours per day and less than thirty (30) hours biweekly shall not be covered by this Agreement. The purpose of these employees, if required, is for the purpose of performing certain jobs which would not require regular employment as covered by this Agreement. Employees working less than three (3) hours per day and less than thirty (30) hours biweekly due to reduction of hours by the Board shall remain in the bargaining unit, and shall be covered by this Agreement.

C. New Positions:

Any new position created during the life of this Agreement will be added to the unit, providing it is similar to a position heretofore recognized in Paragraph A of this article. (See Art.22)

D. Students:

Student employees shall not be covered by this Agreement. They shall not take the place of regular employees.

ARTICLE 2 - AID TO OTHER UNIONS

The Board will not aid, promote or finance any labor group or organization which purports to engage in collective bargaining, or make any agreements with any such group or organization, other than the MEA/NEA, relative to this bargaining unit.

ARTICLE 3 - UNION SECURITY

A. Condition of Employment:

1. Each bargaining unit members, as a condition of employment, shall either:

a. On or before thirty (30) days from the date of commencement of duties or the effective date of this agreement, whichever is later, join the Union, and sign and deliver to the Board an assignment authorizing deduction of membership dues of the Union (including the National and Michigan Education Associations) and such authorization shall continue from year to year unless revoked in writing.

OR

b. Pay a representation benefit fee to the Union pursuant to the Union's "Policy Regarding objections to Political-Ideological Expenditures" and the Union's administrative procedures adopted pursuant to that policy. The representation benefit fee shall not exceed the amount of the Union dues collected from Union members. The bargaining unit member may pay such fee directly to the Union or authorize payment through payroll deduction, as herein provided. In the event that the bargaining unit member shall not pay such representation benefit fee directly to the Union or authorize payment through payroll deduction, the employer shall, upon completion of the procedures contained in paragraph 3 and pursuant to MCLA 408.477; MSA 17.277(7) and at the request of the Union deduct the representation benefit fee from the bargaining unit member's wages and remit same to the Association.

In the event that the Board is prohibited by legal decision to deduct the service fee from a bargaining unit member who does not authorize the deduction of the representation benefit fee, the employer, at the request of the Union shall terminate the employment of such bargaining unit member upon completion of the procedures contained in paragraph 3 a. The parties expressly agree that the failure of any bargaining unit member

to comply with the provisions of this Article is just cause for discharge from employment.

c. If contribution to a Union violates a bargaining unit member's religious convictions, the representation fee shall be paid into a fund administered by the Union, and used exclusively for the Union flower fund. In order to invoke the provisions of this paragraph it shall be necessary to file with the superintendent's office a written statement declaring that the payment of the representation fee to the Union violates the bargaining unit member's religious convictions.

2. The Union has established a "Policy Regarding Objections to Political-Ideological Expenditures". That policy (a copy of which shall be provided each non Union bargaining unit member by the Union), and the administrative procedures (including the timetable for payment) pursuant thereto, applies only to non Union bargaining unit members. The remedies set forth in such procedures, including any administrative or judicial review thereof, shall have been availed of and exhausted, no dispute, claim or complaint by an objecting bargaining unit member concerning the application and interpretation of the Article shall be subject to the grievance procedure set forth in this Agreement or to any other administrative or judicial procedure.

3. The Union, in all cases of mandatory fee deduction pursuant to MCLA 408.477; MSA 17.277(7), shall notify the bargaining unit member of noncompliance by certified mail, return receipt requested. Said notice shall detail the noncompliance and shall provide ten (10) days for compliance and shall further advise the recipient that a request for wage deduction may be filed with the Board in the event compliance is not effected. If the bargaining unit member fails to remit the service fee or authorize deduction for same, the Union may request the Board to make the deduction. The Board, upon receipt of the request for an involuntary deduction, shall provide the bargaining unit member with an opportunity for a due process hearing limited to the question of whether or not the bargaining unit member has remitted the service fee to the Union or authorized payroll deduction for same.

- a. In the event, as provided in subsection 1, above, the Union wishes to request the Board to terminate the employment of a bargaining unit member for violating this Article, the Union shall first notify the bargaining unit member of noncompliance by certified mail, return receipt requested. Said notice shall detail the noncompliance and shall provide ten (10) days for compliance and shall further advise the recipient that a request for discharge may be filed with the employer in the event compliance is not effected. If the bargaining unit member in question denies that he/she has failed to pay the service fee, then he/she may request, and shall receive, a hearing before the employer limited to the question of whether he/she has failed to pay the service fee.
4. Due to certain requirements established in recent court decisions, the parties acknowledge that the amount of the fee charged to non-members, along with other required information, may not be available and transmitted to non-members until mid school year. Consequently, the parties agree that the procedure in the Article relating to the payment or nonpayment of the representation fee by non-members shall be activated thirty (30) days following the Union's notification to non-members of the fee for that given school year. In such event, it is agreed that the employee remains obligated for the entire annual representation fee.
5. The Union will protect and save harmless the Board from any or all claims, demands, suits and other forms of liability by reason of action taken or not taken by the Board or its designated agent for the purpose of complying with this Article.

ARTICLE 4 - UNION DUES AND REPRESENTATION FEE

A. Union Dues

Employees shall tender the monthly membership dues or representation fees by signing the authorization for check off of due form, or by paying the same directly to the Union. The Union agrees to notify the Board of the amount of the membership dues and representation fee, and the Board agrees to deduct the dues from those employees who have executed the authorization form.

B. When Deductions Begin:

Check off deductions under all properly executed authorization for check off of dues form shall become effective at the time the form is signed by the employee, and shall be deducted from the first pay of the next month, and each month thereafter.

C. Remittance of Dues to Financial Officer:

A check for the amount of deductions for any calendar month shall be remitted to the local Union treasurer, with a list for whom dues have been deducted, within ten (10) days after the first payday of each month.

D. Termination of Check off:

An employee shall cease to be subject to checkoff of deductions beginning with the month immediately following the month in which she/he no longer is a member of the bargaining unit. The Local Union will be notified by the Board of the names of such employees following the end of each month in which the termination took place.

E. Changes of Status:

The Board will make available to the treasurer of the Local Union the names and addresses of each employee separated from the payroll, hired, laid off, recalled or placed on approved leave of absence, or a change of address, within fifteen (15) days of the effective date of such change.

F. All refunds claimed for dues or service fees of the Cadillac Teacher Assistants and Secretaries Association, MEA of NEA, under such dues authorizations shall lie solely with the Union. The Union agrees to reimburse any bargaining unit member for the amount of any dues or service fees deducted by the Board and paid to the Union, which deduction is by error in excess of the proper deduction and agrees to hold the Board harmless from all claims of excessive dues or service fee deductions.

G. Any dispute between the Cadillac Teacher Assistants and Secretaries Association and the Board which may arise as to whether or not an employee properly executed or properly revoked an authorization card pursuant to this Article shall be reviewed with the employee by a representative of the Board. Until the matter is

disposed of, no further deductions for that employee shall be made. The Board assumes no liability for the authenticity, execution or revocation of the authorization form.

H. Dues or service fees authorizations once filed with the superintendent shall continue in effect until a revocation form in writing and signed by the bargaining unit member is filed with the superintendent and the treasurer of the Union.

ARTICLE 5 - UNION ACTIVITIES

A. Representation:

Employees of the Bargaining Unit shall be represented by the Local Union President, Vice-President, or designee. The employer is to be represented by the Superintendent, Business Manager, or designee.

B. Processing Grievances:

Local Union representative(s), when processing or investigating a written grievance or a complaint relating to employment during working hours shall suffer no loss in wages. Such time spent beyond regular working hours shall not mandate overtime payment.

C. Union Activities:

No employee will engage in Union activities during working hours unless permitted within this Agreement or by permission from the immediate Supervisor. Any employee who is absent from assigned duties without permission for the purpose of Union business shall have a prorated deduction of the hourly wage for each hour or part of an hour of absence.

D. Identification of Officers:

The Local Union President shall advise the Board in writing of the names of Local Union Officers within ten (10) days of their election or appointment.

E. Union Representative:

The Local Union shall have the right to call in a representative of the Michigan Educational Support Personnel Association at any time.

F. Building Use:

The Union and its representatives shall have the right to use

Board buildings at all reasonable hours for meetings which do not interfere with the assigned functions of the regular program.

G. Equipment Use:

The Union members shall be permitted to use Board equipment including typewriters, mimeograph machines, offset press, duplicating machines, copy machines, calculators and audiovisual items, when such equipment is not otherwise in use. The Union shall pay for the reasonable cost of all materials and supplies incident to such use.

H. Bulletin Boards:

The Board will provide space in each building which may be used by the Union for posting notices.

I. Agreement Distribution:

Copies of the Agreement shall be provided by the Board to all employees now employed or hereafter employed, and shall provide ten (10) copies to the Union.

J. On a yearly basis, the Board shall provide 32 hours of release time for the bargaining unit's use. These hours shall be for the purpose of conducting Union business and shall not be charged against accumulated vacation/sick/personal hours of any bargaining unit members. Use of these hours shall be authorized by the President of the Association only. Notification of intent to use said hour shall be provided to the school district 48 hours prior to the event.

K. Members of the Union attending a function of the Union, such as conventions or educational conferences, shall be allowed time off without pay to attend such functions.

ARTICLE 6 - SPECIAL CONFERENCES

A. Scheduling: Special conferences will be scheduled between the Local Union President and the Board, or its designated representative, upon the request of either party. Arrangements for special conferences shall be made in advance, and the agenda of the matters to be taken up at the meeting shall be announced at the time the conference is requested. Conferences shall be held at a time mutually agreed upon. Members of the Union shall not lose

time or pay for the time spent in such special conferences. This meeting may be attended by representatives of the Local Union and/or a representative of the Local Union and/or a representative of the MEA/NEA.

B. Building Use: The Union representatives may meet at a place designated by the Board on the Board's property for at least one-half hour immediately preceding such conference.

ARTICLE 7 - GRIEVANCE PROCEDURE

A. Definitions:

1. A grievance is a claim by one or more employees or the Union that there has been an alleged improper application, violation, or misinterpretation of this Agreement.

2. An aggrieved employee is the employee(s) who is directly affected and, therefore, will make the claim.

3. Reference to the term "employee" in this Article will be interpreted to mean "Union" when the Union is filing a grievance.

B. Grievance Form:

Any grievance presented in writing should include the following:

1. Specific statement of facts giving rise to the alleged violation.

2. Section or sub section of this contract alleged to have been violated.

3. Date of the alleged violation.

4. Relief requested.

5. Signature of the grievant or Union representative.

The above information is helpful to the processing of a grievance, but no grievance will be rejected at Step 1 and Step 2 for lack of information.

C. Procedure:

STEP 1 - Immediate Supervisor: An employee has ten (10) working days after the employee has become aware of, or could have reasonably become aware of, the occurrence of an event upon which a grievance may be filed, to request a meeting with her/his immediate

supervisor. The Union may be notified and a representative thereof present with the employee at the meeting to orally discuss the matter with the immediate supervisor to attempt to resolve the matter informally. The above meeting shall occur within five (5) days of the request by the employee. If the aggrieved employee is not satisfied with the oral disposition by the immediate supervisor, the employee has five (5) days from the above meeting to file a written grievance with the immediate supervisor. Within five (5) days of the filing of a written grievance, a second meeting shall be held to attempt to resolve the grievance. The employee's immediate supervisor or other Board Representative shall return a written answer within five (5) working days thereafter.

STEP 2 - Superintendent: If the Union is not satisfied with the disposition of the grievance at Step 1, the grievance shall within five (5) working days thereafter be transmitted in writing to the Superintendent of Schools with a statement of reasons why it is being appealed. The Superintendent shall meet within ten (10) working days after receipt of the grievance at a mutually satisfactory time with the appropriate representatives to discuss the matter. The Superintendent shall respond to the Union with a written answer to the grievance within five (5) working days of such meeting.

STEP 3 - Board of Education:
The grievant may appeal the disposition of the grievance at Step 2 to the Board of Education by filing a written grievance along with the decision of the superintendent with the chairman of the Board Personnel Committee within ten (10) days of the written disposition at Step 2. Upon proper application as specified, the Board shall allow the employee or his/her Union representative an opportunity to be heard at a Committee meeting for which the grievance was scheduled. Within one (1) month from the hearing of the grievance, the Board Committee shall render its decision in writing. The Board Committee may hold future hearings therein or otherwise investigate the grievance, provided however, that in no event except with expressed consent of the Union shall final determination of the grievance be made by the Board more than one

(1) month after the initial hearing.

A copy of the written decision of the Board Committee shall be forwarded to the superintendent for permanent filing, the building principal for the building in which the grievance arose, and the secretary of the Union.

STEP 4 - Arbitration: If the decision of the Board Personnel Committee is not satisfactory to the Union, the grievance may be submitted to arbitration by written notice given by the Union to the Superintendent within fifteen (15) working days after receipt of the Superintendent's decision. If the Superintendent and the Union cannot agree upon an arbitrator within five (5) working days, the matter will be submitted to the American Arbitration Association for settlement under their rules. The power of the arbitrator shall be limited to the interpretation or application of the express terms of this Agreement and he/she shall have no power to alter, add to, or subtract from, the terms of this Agreement as written. The decision of the arbitrator shall be final and binding on all parties involved. The fees and expenses of the arbitrator shall be shared equally by the Board and the Union. All other expenses shall be borne by the party incurring them and neither party shall be responsible for the expense of witnesses called by the other, except that the Union shall not be responsible for paying the salaries of witnesses who are employees of the Board.

D. Time Limits:

If the time limits contained within the grievance procedure are exceeded by the Union, the grievance shall be considered settled on the basis of the last answer given by the Board's representative. If the time limits are exceeded by the Board's representative, the grievance shall be considered granted. Time limits in the grievance procedure may be extended by mutual agreement. Saturdays, Sundays, and holidays shall not be counted in the time limits established in this Article.

E. Multiple Grievances:

Grievances may be submitted at Step 2 when a grievance directly affects employees in more than one location. In

processing such grievances, all specified time limits shall be observed.

F. Disclosure:

Written grievances at Steps 1 and 2 shall be as complete as possible to allow adequate investigation of complaints. However, no grievance will be rejected at those steps due to lack of information. At Step 3, the positions of both parties and relevant facts must be stated. There can be no information presented in arbitration which has not been presented to the other party.

G. Claims for Back Wages:

All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any compensation they may have received from a source of like nature during the period, except for discharge cases.

ARTICLE 8 - DISCHARGE AND DISCIPLINE

A. Written Documents and Meeting:

1. The Board agrees that its administrators will provide to the Union President a copy of any written document implementing the discipline and/or discharge of any employee within the Bargaining Unit.

2. The Board agrees to provide a facility in which an employee disciplined and/or discharged may meet with representatives of the Union before she/he is required to leave the premises.

B. Discharge and Discipline:

Should the discharged or disciplined employee consider the discharge or discipline to be improper, a grievance may be submitted by the employee or Union in writing at Level 2 of Article 7 within five (5) working days following the action.

C. Probationary Employee

Any employee working within a probationary period may be disciplined and/or discharged by the Board for any reason at any time, unless for Union activity.

D. Discipline - Just Cause:

The Superintendent or designee may discipline any employee for

just cause leading up to and including discharge.

E. Use of Past Record:

In imposing any discipline on a current charge the Board will not take into account any prior disciplinary action which occurred more than three (3) years previously. The Board of Education policy of progressive discipline will be followed.

ARTICLE 9 - PROBATIONARY PERIOD

The probationary period for each new employee shall be sixty (60) actual working days of employment for that employee.

ARTICLE 10 - SENIORITY

A. Definition:

The word "seniority" means service in the employ of the Board, from the first date the employee reports to work in any position represented by the Union. In the circumstance of more than one individual reporting to work on the same date, a drawing will be conducted to determine position on the seniority list.

B. Probationary Employees:

1. There shall be no seniority among probationary employees.
2. When an employee finishes the probationary period, the employee will be granted full seniority as defined in Section A.

C. Seniority Lists:

1. The seniority list for the Bargaining Unit will show the name, hire date, job title, and department in which the employee most frequently works.

The departments will be as follows:

Secretarial-Clerical Employees Bookkeeper/Secretary to
Asst. Supt.

Teacher Assistants

2. The employer will keep the seniority list up to date at all times and will post the seniority list once every six (6) months and provide the Union President with a copy at each time the lists are posted. The Board will notify the Union President in writing of any changes within the seniority list between dates of posting.

D. Loss of Seniority:

Seniority shall be lost for any of the following reasons:

1. If the employee quits.
2. If the employee retires.
3. If the employee is discharged for just cause, and not reinstated.
4. If the employee is absent for five (5) consecutive working days without properly notifying the Board, unless the employee submits an acceptable reason.
5. If the employee does not return from leave of absence within five (5) working days after the leave expires, unless the employee submits an acceptable reason.
6. If the employee is laid off for more than twenty-four (24) months, or a period equal to the employee's seniority, whichever is less.
7. If the employee does not return to work with ten (10) working days after date of recall from layoff, unless the employee submits an acceptable reason.

ARTICLE 11 - MODIFICATION OF AGREEMENT

This agreement may be altered, changed, added to, deleted from or modified only through the voluntary, mutual consent of the parties in writing, ratified and signed by both parties as an amendment to this Agreement.

ARTICLE 12 - LAYOFF AND RECALL

A. Definition:

The definition of the word "layoff" means a reduction in the number of employees employed by the Board for any reason.

B. Notification:

In the event a staff reduction is necessary, except in cases of emergency (Example: Energy crisis shutdown), the Union shall be notified at least ten (10) working days prior to staff reduction. Employees to be released shall be so notified, in writing, at least five (5) working days prior to their release, except in cases of

emergency (Example: Energy crisis shutdown), with copies sent to the Association.

C. Layoff Procedure:

In the event a reduction in work force requires the layoff of employees, the following procedure will be used:

1. Probationary employees: Probationary employees shall be the first to be laid off.

2. Seniority Employees: If it becomes necessary to reduce personnel, the layoff shall begin within the classification (secretary or aide) to be reduced. The lowest seniority employee within the affected classification, as well as the lowest seniority within the other classification if that employee has less seniority than that of the employee within the affected classification, shall be notified (as set forth in paragraph B) of the possible layoff.

3. Positions Affected: If the position to be eliminated is not the same as that occupied by the lowest seniority employee within the classification, the affected employee upon successful completion of the districts testing procedure may bump the lowest seniority employee within the same classification, provided the individual is able to perform the work that the position requires. If after thirty (30) work days either party determines the employee is unable to perform the required work, the employee may bump the lowest seniority position within the other classification, provided the individual is able to perform the work that the position requires. If after thirty (30) days either party determines the employee is unable to perform the required work, the employee will be laid off and the laid off employee recalled.

The originally bumped employee has the opportunity to bump the lowest seniority employee within the other classification provided she/he has completed the districts testing program and has sufficient seniority and is able to perform the work that the position requires. If after thirty (30) work days either party determines that the employee is unable to perform the required work, the employee shall be laid off and the laid off employee recalled. During the said thirty days the employees rate shall

remain the same as his/her previous position.

When the employee whose position was eliminated exercises her/his second bump, the originally bumped employee returns to her/his original position that she/he occupied prior to the staff reduction.

When the employee whose position was eliminated exercises both possible bumps and is unsuccessful in filling the possible positions, all employees return to their original (prior to staff reduction) positions.

4. Examples: LAYOFF FLOW SHEET

SECRETARY

TEACHER ASST.

7	8
6	5
5	4
4	3
2	1

1) ELIMINATE SECRETARY 6

Notify 2 & 1

6 moves to (bumps) 2
handles Test

2 bumps 1 - handles

1 laid off

2) ELIMINATE SECRETARY 6

Notify 1 & 2

6 bumps 2 - handles

Test

2 bumps 1 - after 30 days
can't handle

1 laid off for 30 days &
recalled

2 laid off

1) ELIMINATE TEACHER ASSISTANT 5

5 bumps 1 - handles

1 laid off

2) ELIMINATE TEACHER ASSISTANT 5

5 bumps 1 - can't handle after 30 days

1 laid off

Test

5 bumps 2 - handles

Test

2 moves to 1's position - handles

3) ELIMINATE SECRETARY 6

Notify 2 & 1

6 bumps 2 - can't handle

Test

2 bumps 1 - handles

Test

6 bumps 1 - handles

1 laid off

3) ELIMINATE TEACHER ASSISTANT 5

5 bumps 1 - can't handle

Test

5 bumps 2 - handles

Test

2 moves to 1 - can't handle

1 recalled

2 laid off

4) ELIMINATE TEACHER ASSISTANT 5

5 can't handle 1 or 2

1 & 2 eventually return to their original positions

4) ELIMINATE SECRETARY 6

Notify 2 & 1

6 bumps 2 - after 30 days
can't handle

Test

2 bumps 1 - handles

Test

6 bumps 1 - after 30 days
can't handle

2 returns to original
position

6 laid off

1 recalled to original
position

D. Recall Procedure:

In the event an increase in work force requires the addition of employees, the following procedure will be used:

1. The Board shall not be required to recall any probationary employee who are laid off.

2. Employees shall be recalled according to seniority, i.e., the most senior employee on layoff being recalled first.

3. Notice of recall shall be sent to the employee at the last known address by registered or certified mail.

E. Benefits:

Employees on layoff do not accrue seniority. Employees on layoff shall be allowed to purchase, in advance, health and life insurance for a period of twelve months.

F. Transfers:

Employees who transfer because of layoff shall not receive priority above other employees for the first position applied for.

ARTICLE 13 - PROMOTION OUT OF BARGAINING UNIT

A. Promotion:

If an employee is promoted under the employer to a position not included in the bargaining unit, seniority shall be retained but not accumulated. An employee promoted under the above circumstances shall retain all right to benefits provided for in this agreement when the employee transfers back into a bargaining unit position. Seniority under this Article may be exercised only when a vacancy exists.

B. Exception:

Employees who were doing bargaining unit type work prior to January 1, 1977, and who are no longer members shall be granted seniority for that time up to a maximum of two (2) years.

ARTICLE 14 - FILLING JOB VACANCIES

A. Definition:

A vacancy shall be defined for the purposes of this Agreement, as a position previously held by a bargaining unit member, or a newly created position within the bargaining unit.

B. Announcement:

1. The Board shall notify the employees by posting newly created or vacant positions to be filled within the bargaining unit. Within five (5) working days after notice is given, any employee may submit a letter to the person designated on the posting indicating her/his interest. All job postings shall indicate classification, building position, shift and the supervisor to whom application should be made.

2. An addendum to the posting will be prepared by the Board and will not be posted. It shall contain qualifications, job responsibilities and the testing procedures for the vacancy posted. Copies of the addendum will be made available to interested bargaining unit members by the supervisor of the posted position

and the bargaining unit president. Qualifications on the addendum should include abilities needed to perform the duties of the position. Any job responsibility which may appear on an addendum shall be considered to be descriptive only, and shall not limit the scope of duties thereafter assigned to the employee assigned to the job.

3. The following types of test(s) or their equivalent may be used to screen candidates for posted positions.

Teacher Assistants

Typing 35+ WPM/Out Error
C.A.T. With Skills For Job
Handwritten Letters
Interview(s)

Letter Editing

Secretary/Clerical

Typing 60+ WPM/Out Error
Dictaphone
Phone Voice & Style
Data Input 3000 Char./Out Error
Office Machines
Calculator
General Office Ability - Q4
Interview(s)

Bookkeeping

Handwritten Letters

Letter Editing

Employees who wish to change positions are encouraged, but not

Bookkeeper

Data Input 7000 Char/Out Error
Accounting
Other Tests Of Sec./Cler.

12 Mon. Secretary/Ass't.Supt.

Typing 75+ WPM/Out Error
Other Tests Of Sec./Cler.

required to take tests in advance and place results in their file.

C. Assignment:

The Board's general practice shall be to fill vacancies from within the Bargaining Unit. The senior employee who applies for the position and who meets the posted minimum requirements, who possesses necessary skills and experience, and overall ability as judged from interviews, shall be granted up to a four (4) week trial period. The trial period shall be used to determine the employee's desire to remain on the job, and/or the Board's desire to have the employee continue the assignment. The Board shall furnish the Local Union President the name of the senior applicant and whether or not the senior applicant was awarded the position.

D. Disagreement:

In the event the senior applicant is denied the job or removed during the trial period, the reasons shall be given in writing to the employee, with a copy to her/his steward. If the senior applicant or the Union disagrees with the reasons, she/he may invoke the grievance procedure. The employee may choose to return to their original position during the trial period.

E. Rate of Pay:

During the trial period, the employee will receive the rate for the classification of his/her previous position. If the employee remains in the position after the trial period, he/she shall receive any additional hourly pay he/she may be entitled to retroactive to the date of entry into the new position. An employee shall suffer no loss in hourly pay during a trial period.

ARTICLE 15 - LEAVES WITHOUT PAY

A. Leaves of Absence:

Leaves of absence for reasonable periods not to exceed one year will be granted without loss of seniority, which is frozen, for:

1. Serving in any public POSITION, or elected Union POSITION.
2. Maternity and child care leaves will be granted. Such leave may be extended for a reasonable period of time at the

discretion of the Superintendent.

3. Illness leave. (Physical or Mental)

4. Prolonged illness in the immediate family.

5. The Board may grant an educational leave without pay for a period up to an academic year for each employee who wishes to attend school as a full-time student.

6. Other leaves approved by the Superintendent or designee. Seniority and benefits shall not accrue during an unpaid leave.

B. Application for Leave of Absence:

An application requesting a leave of absence must be submitted to the Superintendent no later than three (3) weeks prior to the time the leave is to commence, provided, however, in proper cases, exceptions shall be made. The request for the leave of absence must be in writing setting forth the reasons for the leave of absence and the anticipated length of time; and if requested, verification shall be submitted. The Superintendent may grant the leave of absence within one (1) week after receipt of the request for the leave as provided above. Any extensions for leaves of absence shall be handled the same as the request for the regular leave.

C. Returning from Leave:

Employees returning early from leave of absence must submit a request to return to work in writing. Employees returning from a medical leave of absence may be required to certify their ability to return to work, at least five (5) working days prior to the requested date of the return. The employee returning early from leave must be given the next available job opening. Employees returning at the approved date will be placed in the position they left, or an equivalent position.

ARTICLE 16 - LEAVE WITH PAY

A. Sick Leave:

1. Each employee shall be granted one (1) day for each month of employment for sick leave, not to exceed twelve (12) days per year, with a maximum accumulation of one hundred and twenty (120) days, and prorated for partial months. Each employee may elect to

take up to seven (7) days annually to be deducted from sick leave for illness in the immediate family.

2. Pay for sick leave shall commence with the time the employee is unable to work and shall continue for the duration of the illness and/or disability, or until the Board has paid an amount equal to the employee's accumulated leave. The Superintendent may request a doctor's certificate at district expense in cases of illness extending beyond five (5) consecutive work days. Employees must notify their supervisor as early as possible previous to the scheduled reporting time when unable to work, unless it is impossible to call.

3. An employee who has exhausted accumulated sick leave may, in cases of extended illness or disability (twenty (20) consecutive calendar days), obtain sick days from a sick leave bank. The sick leave bank will consist of sick days donated by employees. Use of the sick leave bank shall be governed by the Local Union and the Superintendent or designee. Any time the bank falls below twenty (20) days, each employee will donate one (1) day of accumulated leave to the bank.

4. Sick leave may be used for inclement weather days when the limit in Section E of this Article has been reached.

B. Personal Business:

Two (2) days may be used per year for personal business. Such leave must be approved in advance by the supervisor. Request for personal leave must be in writing two (2) working days in advance, except for emergencies. Such leave may not be used in conjunction with vacation or holidays. Such leave must be used for business that can only be conducted during normal working hours, and shall not be used for other employment or recreation.

C. Court Appearance:

Other leaves with pay, not deductible from sick leave, are absences for court appearances as a witness in any case connected with the employee's work, or the school. Paid leave of absence will be granted for jury duty. Any compensation, excluding expense reimbursement, received by the employee in the form of witness fees or jury pay will be given to the Board to offset wages paid.

D. Funeral Leave:

1. An employee shall be allowed up to four (4) working days as necessary, for funeral leave, not to be deducted from sick leave, for a death in the immediate family. The immediate family is to be defined as follows: mother, father, brother, sister, wife or husband, children, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, nieces and nephews, or other members of the employee's household.

2. In addition, an employee with the approval of his/her immediate supervisor, shall be allowed up to one day per funeral to attend the funeral of a person not in their immediate family not to exceed two (2) such days per year.

E. Inclement Weather:

1. In the event school is cancelled due to inclement weather, Bargaining Unit Members called in to work shall receive time and one-half for all hours worked. Bargaining Unit Members not reporting for work shall receive the regular rate of pay for the first three (3) inclement weather days each school year.

2. On days when school is delayed due to inclement weather, a minimum number of bargaining unit members will report for duty at their regular times and shall receive their regular pay. The other bargaining unit members, unless called in, shall report to work one (1) hour later than normal or as soon as reasonable, but no later than the delay starting time. If any of these bargaining unit members finds the weather conditions unreasonable, they should notify their supervisor of their reason(s) and how soon they can report to work. Bargaining unit members will not suffer loss of pay up to the delay starting time.

F. Accumulation Benefit:

1. An employee who retires under the Michigan Public School Employees Retirement System will be paid fifty (50%) percent of their accumulated sick days at the prevailing rate of pay. An employee who does not retire, but leaves the employ of the Board after ten (10) years of continuous service shall receive thirty-five (35%) percent of the accumulated sick days at the

prevailing rate of pay. An employee who leaves the employ of the Board after five (5) years of continuous service shall receive twenty (20%) of accumulated sick days at the prevailing rate of pay.

2. An employee with more than two (2) years of continuous service who is placed on layoff status shall have the option of receiving five (5) days pay (if available) at their current rate of pay, to be deducted from their accumulated sick leave.

3. The employee's beneficiary shall receive the employee's accumulation benefit, as if the employee retired on the date of death.

4. Beginning with the 1988-89 contract year, all sick leave totals over 90 days will be frozen except for those who plan to retire during the 1988-89 contract year. Any employee who, as of July 1, 1988, has an accumulation total in excess of 90 days will have the option of freezing their total accumulated days, or request the Board to purchase a tax deferred annuity (A+ rated) equivalent to forty percent (40%) of the total days in excess of 90 days at their current rate of pay. Qualified bargaining unit members must select their option prior to October 1, 1988.

5. Beginning July 1, 1989 and each July 1st thereafter, bargaining unit members who accumulate days in excess of 90 days or their frozen accumulation total above 90 days will have their excess days purchased by the Board at the rate of forty percent (40%) of their current rate of pay in a tax deferred annuity (A+ rated).

ARTICLE 17 - WORK HOURS AND YEAR

A. Work Hours and Assignment:

The normal work week shall be Monday through Friday. Unit Members may request, in writing, a starting and ending work time no more than twice each year, to their supervisor. The hours per day may vary with position. Daily starting and ending time shall be established by administration. Employees shall be notified of the hours, starting and ending time, and location of their tentative assignment by August 10th. Assignments shall be made permanent by the fourth Friday of school.

B. Lunch:

All Bargaining Unit Members shall be entitled to a duty-free, uninterrupted lunch period. The length of lunch period shall not be less than one-half hour and not more than one hour.

C. Work Year:

The definition of a normal work year for secretaries shall be one of the following:

1. One (1) week prior to the opening of school, the number of days school is in session, and one (1) week following the close of school.

2. Full calendar year.

The definition of a normal work year for teacher assistants shall be the same as for teachers.

D. Summer Hours:

Summer hours for employees shall begin one (1) week after the close of the school year and extend until two (2) weeks prior to school opening, but not later than the third week of August, provided the required work is accomplished. Employees shall work a seven (7) hour shift between the hours of 7:00 a.m. and 4:00 p.m. and receive eight (8) hours pay.

E. Deviation from Schedule:

If deviation from a normal work year or substantial change in hours is required by the Board of Education, the positions shall first be posted. If the positions are not filled the Union will be notified and the Union will encourage its membership to apply for such positions. If the positions are still not filled the Board shall have the right to require persons to work.

F. Rest Periods:

Two (2) fifteen (15) minute breaks shall be provided for all full-time employees during their work day.

G. Early Dismissal:

Employees shall be allowed to leave work one (1) hour early on days preceding vacations or holidays, providing students have cleared the building. Employees shall receive full pay for the day.

ARTICLE 18 - OVERTIME

A. Rate of Pay:

1. Time and one-half shall be paid for all hours worked in excess of eight (8) hours per day or forty (40) hours per week. Holidays, vacation days, and other paid leave days shall be considered days worked for purposes of overtime computation. Time and one-half shall be paid for all hours worked on Saturdays and Sundays. Time and one-half shall be paid for all hours worked on holidays that are defined in this Agreement, in addition to holiday pay.

2. Compensatory time will be granted at the option of the employee for all hours worked over the assigned hours as set on the fourth Friday of school at regular time.

B. Minimum Call-In:

An employee reporting for overtime work not in conjunction with the regular work shift shall be guaranteed a minimum of two (2) hours work, or two (2) hours pay at the rate of time and one-half.

ARTICLE 19 - HOLIDAYS

A. General Condition:

1. To be eligible for holiday pay, an employee must have worked the last scheduled day prior to the holiday and the first scheduled day after the holiday, unless the absence was excused by the Business Manager.

2. An employee is not eligible for holiday pay who is on an official leave of absence without pay.

B. Holidays: All employees shall be paid for the following holidays that occur during the normal work year or occur when they are scheduled to work:

- | | |
|-------------------|------------------------------|
| 1. New Year's Day | 6. Thanksgiving |
| 2. Good Friday | 7. Friday after Thanksgiving |
| 3. Memorial Day | 8. Christmas Eve |
| 4. July 4th | 9. Christmas Day |
| 5. Labor Day | 10. New Year's Eve |

C. Weekend Holidays:

Holidays falling on weekends will be observed on a weekday immediately preceding or following the holiday and will be announced in advance.

D. Other Paid Days:

The opening day of deer season and midwinter break shall be paid days if school is closed on those days.

ARTICLE 20 - VACATION

A. Year-Round Employees:

1. Year-round employees shall be entitled to the following paid vacation:

One (1) Year - Eight (8) days

Two (2) Years - Twelve (12) days

Seven (7) Years - Seventeen (17) days

Nine (9) Years - Twenty (20) days

All present twelve (12) month employees' vacation time shall be grandfathered if it exceeds the above schedule.

2. Vacation time is earned and computed based on anniversary date. Employees with more than one (1) year experience shall be allowed to use accrued vacation time during the first year of a transfer from a ten-month position to a twelve-month position.

3. Vacation earned during one employment year must be taken within same year.

4. Arrangements for vacation must be made in advance with, and approved by, the employee's supervisor. If more employees request a certain vacation period than can be spared at that time, preference of time shall be given to the employee with the longest period of service in the school district.

5. Vacations shall not be taken while students are in session, unless approved by the Superintendent or designee.

6. When a holiday, as defined in this Agreement, is observed during a scheduled vacation, a vacation day will not be charged for that day.

7. If an employee becomes ill and is under the care of a duly licensed physician during vacation, the remainder of the vacation will be rescheduled.

8. Vacation may not be taken during any employees probationary period.

9. Vacation may not be taken in excess of vacation earned.

10. No employee shall take two years of vacation during the same year.

B. All Other Employees:

All other employees shall be entitled to the following paid vacation:

1. Those weekdays during Christmas break which are not paid holidays.

2. Those weekdays during "Spring Break" and/or "Easter Break" which are not paid holidays.

3. For the above breaks, the employee will be paid not less than (10) ten vacation days (non-holidays) per school year.

C. Pay for Earned Vacation:

1. If an employee is laid off, retires, or terminates employment for any purpose, they will receive pay for any unused vacation credit including that accrued in the current calendar year.

2. Each employee will be paid the current wage rate while on vacation.

3. The employee's beneficiary shall receive the pay for the employee's accumulated vacation credit that accrued during the current work year as if the employee retired on the date of death.

ARTICLE 21 - PERSONNEL FILES

A. Review:

An employee shall have the right to review the contents of all records of the Board pertaining to said employee, and to have a Union representative present at such review.

B. Written Notification:

The employee may submit a written notation regarding any material, and the same shall be attached to the material.

C. No material, including but not limited to, student, parental or school personnel complaints originating after initial employment will be placed in a bargaining unit member's personnel file unless

the bargaining unit member has had the opportunity to review the material.

If the administration and the employee both believe the material is in error, the material will be corrected or expunged from the personnel file, whichever is appropriate, and the erroneous material will be given to the employee.

Should an arbitrator determine that the grieved material is in error, then the material found to be in error will be corrected or expunged from the personnel file, whichever is appropriate, and the erroneous material will be given to the employee.

D. Signature:

An employee's signature on material in the file is to indicate awareness, but shall not mean agreement with the material's content.

ARTICLE 22 - RATES FOR NEW JOBS

When a new job is placed in the Unit and cannot be properly placed in an existing classification, the Board will establish a classification and rate schedule. In the event the Union does not agree that the rate schedule is satisfactory, it shall be subject to the grievance procedure.

ARTICLE 23 - TEMPORARY ASSIGNMENTS

Temporary assignments for the purpose of filling vacancies of employees who are on vacation, absent because of illness, etc., will be granted to the most senior laid off employee who meets the requirements for such job. If no employee is laid off, a person outside the Bargaining Unit may be employed for a predetermined time period, less than the probationary period. A temporary employee shall accrue no seniority or benefits. The Board shall attempt to fill such temporary assignments with bargaining unit members when school is not in session.

ARTICLE 24 - HEALTH CARE BENEFITS

A. Eligibility:

The Health Insurance made available in this Article is for employees who are not covered under another Health Insurance program (i.e., through a spouse).

B. Benefit Coverage:

1. In the 1988-89 contract year, the Board will provide to full-time employees [six (6) hours daily or more] Blue Cross-Blue Shield Master Medical Option IV \$50/100 deductible 90/10 co-pay with Pre-100 rider (Predetermination) and Prescription Drug Program, fifty cents (\$.50) co-pay.

2. In the 1989-90 contract year, if the above mentioned insurance program full family premium exceeds \$320/month, the subscribers shall meet and vote on one or more of the following options to keep the Board contribution from exceeding the maximum:

- a. Subscribers pay the difference,
- b. Increase Prescription Drug co-pay from fifty cents (\$.50) to \$3.00,
- c. Increase deductible from \$50/100 to \$150/300 deductible, or
- d. Select a change in another rider option mutually agreeable to the Board and subscribers.

3. In the 1990-91 contract year, if the above mentioned insurance program full family premium exceeds \$365/month, the subscribers shall have the same options as provided for in the 1989-90 contract year. If any of the options made in the previous contract year can be reinstated within the limits of the cap they will be.

Employees employed part-time [three (3) hours daily or more but less than six (6) hours daily] shall be entitled to a pro-rata of the monthly premium based on a seven and one-half (7.5) hour day (e.g., 5 hrs.-30 min. = 73%). These employees shall be entitled to a minimum of one-half (1/2) of the monthly premium for the Blue Cross-Blue Shield described above.

C. Employees not selecting health insurance shall be entitled to one of the following tax-deferred annuity plans for which the Board shall make payments of eight hundred (\$800.00) dollars per year. Such payments shall be made in equal installments beginning

September 1, 1985. The installment payments shall be limited to one payment to one company per bargaining unit member. Each bargaining unit member for whom such contributions are made shall retain all nonforfeitable rights and full control over the Tax Deferred Annuity Plan. The following plans or companies are acceptable:

1. Mutual Benefit Life or Companies agreed to by the Board.
D. Employees normally scheduled less than six (6) hours per day shall receive up to \$300 in deferred annuities as described in C.

E. Enrollment:

1. New Employees: New employees who are eligible for health care benefits may be enrolled on the first day of the month following the month in which the employee is hired.

2. Current Employees: Current employees who are eligible for health care benefits may be enrolled on the first day of the month following the month in which they became eligible (i.e., due to increase in scheduled hours). Current employees also may be enrolled during any open enrollment period.

F. Term:

Benefit coverage is for a full twelve (12) month period. Benefits will be terminated on the last day of the month in which the employee leaves the employ of the Board, goes on unpaid leave, or becomes ineligible for benefits.

E. Health Carrier:

The Union agrees to discuss, at the request of the Board, proposed changes in insurance carrier.

ARTICLE 25 - DENTAL INSURANCE

All employees shall receive without cost Delta Dental Plan A with orthodontic rider 0/4. The plan shall include internal and external coordination of benefits.

ARTICLE 26 - LIFE INSURANCE

1. In the 1985-86 contract year, employees employed twelve (12) months a year shall be provided with a \$15,000.00 life insurance benefit with double indemnity. Employees employed less than twelve months shall be provided a \$12,000.00 life insurance benefit with double indemnity.

2. Beginning with the 1986-87, and 1987-88 contract years, the Board shall provide not less than \$20,000.00 life insurance benefit to twelve month employees and not less than \$17,000.00 life insurance benefit to ten month employees. The benefit plan shall include accidental death and dismemberment (AD & D) and waiver of premium (WOP).

ARTICLE 27 - LONG TERM DISABILITY INSURANCE

The Board shall provide Long Term Disability Insurance beginning at the 90th consecutive day of the same or related illness or disability and at a rate not to exceed 60% of the subscriber's salary in accordance with the following provisions:

1. Monthly maximum pay of \$2,000.00.
2. Social Security Freeze.
3. Rehabilitation clause (50% of Rehab offset).
4. Primary Social Security Offset.
5. No preexisting condition or eligibility waiting period.
6. Two (2) year own occupation clause.

ARTICLE 28 - VISION INSURANCE

The Board shall provide to all Bargaining Unit Members Blue Cross Three Star Vision or its equivalent when and if the bargaining unit members reduce the use of sick days and personal days to an average of 5.0 days per member per year. Bargaining Unit Members using more than fifteen (15) days due to serious illness and/or disability shall not be included in calculating the average. Sick days used for snow days shall not be included in calculating the average. Determination for qualification of this benefit will be made from July 1, 1988 through June 30, 1989 and subsequent fiscal years during the life of this Agreement. Furthermore, it is agreed that once the Bargaining Unit qualifies for vision insurance, its members will continue to have the insurance.

ARTICLE 29 - WAGES

A. Wage Scale:

The wages shown in Appendix A are made part of this Agreement. All new employees in the district shall start at "Hire" of the salary schedule according to their position. Employees returning

to the district who have prior employment experience in a bargaining unit position shall upon return receive full credit on the salary schedule for their employment experience within their classification. All employees shall progress on steps as shown in Appendix A according to their anniversary date. Employees who change position shall move laterally on step.

B. Wage Payments:

Wage payments will be made on alternate Fridays for the two (2) week pay period ending on Saturday before payday.

C. Deductions:

The Board will continue to allow payroll deductions (i.e., annuities).

D. Retroactivity:

The hourly rate wages in Appendix A shall be retroactive to July 1, 1981. A separate check shall be issued for retroactive pay no later than thirty (30) days following ratification of the contract.

ARTICLE 30 - REIMBURSEMENT

A. Vehicle Usage:

Each employee who uses her/his own vehicle for official school business at the request of the supervisor shall be reimbursed at the I.R.S. rate for each mile driven while conducting such official school business. The employee shall submit a request for reimbursement to Central Office at the end of each semester.

B. Mileage Chart:

The following is the round trip mileage from Central Office, 115 South Street, to the various buildings: This chart is for information purposes.

Forest View	22.4 miles
Franklin	1.3 miles
Kenwood	4.0 miles
Lincoln	3.8 miles
McKinley	2.7 miles
Middle School	2.4 miles
Senior High	2.8 miles

C. Meals:

Each employee who is away from the school building during a normal meal period while performing assigned duties, has the option of procuring a meal at school district expense. Requests for reimbursement shall be submitted to the supervisor not later than thirty (30) days after the date on which the expense was incurred. The amount of reimbursement shall be subject to administrative guidelines.

ARTICLE 31 - EMPLOYEE ASSISTANCE

A. The Board will render reasonable assistance to employees in connection with handling of work related incidents involving law enforcement and/or judicial authorities. If the Board determines that the employee has acted within the scope of Board Policy, legal counsel will be provided if the employee is not otherwise covered by insurance.

ARTICLE 32 - PHYSICAL EXAMINATIONS

A. Physical Examinations:

1. All personnel, at their expense, shall show proof of freedom from active tuberculosis within fourteen (14) days of starting employment, and shall continue to do so annually, or less frequently as required by the Board. TB tests will administered on the job by the School Nurse and/or the County Health Department.

2. If a question arises as to the physical or mental ability of an employee to perform work in the classification or in a classification for which the employee makes application, the Board may require an examination by a physician of the employee's choice. If the Board is not satisfied with such an examination it may require another examination by a physician of the Board's choice. Should a medical question arise from a different opinion given by the two physicians the parties hereto shall choose a third physician who after consulting with the other two physicians shall render an opinion. Such an opinion shall be final and binding on the parties hereto. The expense of the first two physicians shall be borne by the employee's hospitalization and the Board. The expense of the third opinion or examination shall be borne by the Board.

ARTICLE 33 - STRIKES AND LOCKOUT

A. Strike:

The Union nor any person acting in its behalf nor any individual employee will cause, authorize, support or take part in any strike as defined by PA379.

B. Lock Out:

The Board agrees that during the life of this Agreement there shall be no lockout of employees.

ARTICLE 34 - BOARD RIGHTS

The Board, on its own behalf and on behalf of the electors of the school district, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the constitution of the State of Michigan, and of the United States, including, but without limiting the generality of the foregoing, the right:

1. To the executive management and administrative control of the school system and its properties and facilities, and the related activities of its employees;

2. To hire all employees, and subject to the provisions of law, to determine their qualifications and the conditions for their continued employment, or other dismissal or demotion; and to promote and transfer all such employees. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the employer, the adoption of policies, rules, regulations and practices in furtherance thereof, and the use of judgment and discretion in connection therewith shall be limited only by the specific and expressed terms hereof and in conformance with the constitution and laws of the State of Michigan and the constitution and laws of the United States.

ARTICLE 35 - DURATION OF THIS AGREEMENT

This Agreement shall be effective on July 1, 1988, and shall remain in effect until June 30, 1991. Negotiations between the parties shall begin sixty (60) days prior to the contract expiration date.

In witness whereof the parties have caused this Agreement to be executed on their behalf by their duly authorized representatives.

FOR THE UNION

By Janice Ford
Its President
Date 10/4/88

By Susan K. Taylor
Its Secretary
Date 10/4/88

By Roger Hopkins
Its Negotiator
Date 9-1-88

FOR THE BOARD

By Craig J. Waldner
Its President
Date 10/3/88

By Michael A. DeMunster
Its Secretary
Date 9/30/88

By Dr. Jack B. Cornell
Its Negotiator
Date 9/1/88

APPENDIX A

A.	New Hire	Six Months	One Year	Two Years	Three Years	Four Years	Five Years	Tenth Yr. Longevity
<u>TEACHER ASST.</u>								
1987-88	\$6.01	\$6.07	\$6.14	\$6.25	\$6.38	\$6.52	\$6.65	\$7.00
1988-89	6.70	6.76	6.83	6.95	7.08	7.23	7.37	7.72
1989-90	7.41	7.47	7.55	7.67	7.81	7.97	8.11	8.46
1990-91	8.15	8.22	8.30	8.43	8.57	8.74	8.88	9.23
<u>SECRETARY 10</u>								
1987-88	\$6.31	\$6.38	\$6.51	\$6.63	\$6.77	\$6.96	\$7.15	\$7.50
1988-89	7.06	7.13	7.27	7.39	7.54	7.74	7.94	8.29
1989-90	7.83	7.90	8.05	8.17	8.33	8.54	8.75	9.10
1990-91	8.66	8.74	8.89	9.02	9.18	9.40	9.62	9.97
<u>SECRETARY 12</u>								
1987-88	\$6.84	\$6.90	\$7.04	\$7.15	\$7.29	\$7.49	\$7.68	\$8.03
1988-89	7.49	7.56	7.70	7.82	7.97	8.18	8.37	8.72
1989-90	8.17	8.24	8.39	8.51	8.67	8.89	9.09	9.44
1990-91	8.88	8.95	9.11	9.23	9.40	9.63	9.84	10.19
<u>BOOKKEEPER 12 ASST.SUP.SEC.</u>								
1987-88	\$7.52	\$7.63	\$7.76	\$7.88	\$7.99	\$8.12	\$8.30	\$8.65
1988-89	8.18	8.29	8.43	8.55	8.67	8.81	8.99	9.34
1989-90	8.75	8.86	9.01	9.13	9.26	9.41	9.59	9.94
1990-91	9.25	9.37	9.53	9.65	9.79	9.94	10.13	10.48

B. Twelve Month - Positions worked ten months are paid ten month rate.

C. Retirement - The Board will pay 5% retirement.

